



Joint Health and Safety Committee

Best practices for effective meetings

A well-functioning Joint Health and Safety Committee (JHSC) plays a key role in keeping workplaces safe. The most successful committees are informed, inclusive, and team driven. Here are best practices for effective and productive JHSC meetings:

Be prepared

- Review agenda and materials in advance so you're ready to contribute.
- Bring recent health and safety concerns, inspection results, and worker feedback.
- Understand your responsibilities and represent your group's perspective clearly.

Support productive meetings

- Stick to the agenda to keep discussions focused and on time.
- Encourage equal participation by asking others for input and listening actively.
- Use plain language so all members understand what's being discussed.
- Co-chairs should summarize key points and decisions as the meeting progresses.

Follow through and share results

- Complete any action items you've committed to between meetings.
- Share JHSC updates and decisions with all workplace parties.
- Keep clear records of discussions, decisions, and progress through minutes and reports.

Communicate and resolve issues

- Stay respectful and open-minded, even when there's disagreement.
- Focus on solving problems, not assigning blame.
- Use your committee's documented process for resolving conflict and making decisions.

Workplace Safety North offers JHSC Certification training in both French and English. Course sessions are offered in both in-person and virtual delivery formats. Click here for more information about [**JHSC courses and training sessions**](#).